

TOWN OF WELLESLEY
FULLER BROOK PARK COORDINATING
COMMITTEE
REQUEST FOR PROPOSALS
FOR
FINAL DESIGN AND PERMITTING SERVICES
FOR
FULLER BROOK PARK PRESERVATION
PROJECT-PHASE 3

JUNE 15, 2011

Wellesley, Massachusetts 02482

Request For Proposals For Fuller Brook Park Preservation Project-Phase 3 Final Design and Permitting

Introduction

The Town of Wellesley (the Town), acting through the Fuller Brook Park Coordinating Committee (FBPCC), proposes to preserve and restore the aesthetics and the historic integrity of the Fuller Brook Park as well as rehabilitate its infrastructure and ecological environment, and to provide better universal access throughout the Park. The goal of this project is to improve the existing Park in the spirit of its original creators through cohesive plantings, path systems and improvements to the Park's infrastructure, including its stream course. Much of the pathway infrastructure is in disrepair creating public safety issues that need to be addressed. There is also a need to eradicate invasive vegetation that has taken over several areas of Fuller Brook Park, crowding out native species and choking off views. In many locations the banks of Fuller Brook and Caroline Brook have become eroded over the years requiring restoration and stabilization. The brook itself will require dredging at certain locations.

A Master Plan was completed for the Fuller Brook Park in 2009 by the Halvorson Design Partnership for the Natural Resources Commission (NRC). In 2010, a conceptual design team headed by Pressley Associates advanced many of the recommendations of the master plan and refined others by working with alternatives and utilizing feedback from the public obtained at a series of public meetings. The result of this second phase of effort was a visualization of alternatives and development of a consensus of what the final design would look like. The conceptual plan also included preliminary opinions of probable cost for construction, design, permitting, additional studies, and material sampling and testing that will be required to successfully complete the final design of the project; which is the subject of this RFP. After successful completion of the design and permitting phase, it is the expectation of the Town to continue into the construction phase (Phase 4) of the project. At the present time there is no funding allocated for design or construction. It is the intent of the FBPCC to seek funding from the Town's Community Preservation Committee for the design and permitting of the project, Phase 3. This funding will be solicited at a Special Town Meeting in the fall of 2011 or at the Annual Town Meeting in March 2012. Funding for construction (Phase 4) will be sought at a future Town Meeting, probably in 2013. A phased approach to the construction will most likely be implemented due to funding availability. The Park has been nominated for placement on the National Register of Historic Places as a historic landscape and the approval process is currently underway.

The professional skills and services required to perform this engagement include but not limited to: landscape, architecture, civil engineering, environmental engineering, familiarity with environmental permitting, cost estimating of capital improvement projects particularly relating to parks, streams, stream banks and landscaping. From the technical proposals submitted by qualified firms, the Town will select a group of firms for interviews. This selection will be made based on the criteria set forth in this RFP. The firms will be ranked in

order of preference by the committee based on the technical proposals and interviews. A contract will be negotiated with the selected firm (s) based on the Town's justification of hourly rates submitted by the firm (s). Should the Town and the selected firm (s) not be able to reach an agreement, the Town would then negotiate with the remaining firms in order of their ranking until a suitable agreement could be reached.

The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any firm if selection is terminated. This engagement is subject to funding appropriation.

Scope and Objectives

The scope of services in this RFP includes cost effective and sustainable design treatments for paths, slopes, drainage systems, the streambed (including dredging) and embankments, bank stabilization, vegetation, including trees, signage, and site furnishings. Removing the invasive vegetation, replanting the areas affected, and sustaining this landscape is a major focus of the scope. It is anticipated that the removal and stabilization of high risk trees will be under way or completed before Phase 3 is underway or completed. The emphasis of Phase 3 in this regard shall be the recommendation of species and designating the location of the replacement trees and plantings. The consultant team selected as a result of this RFP will utilize the conceptual design plan developed during Phase 2 and prepare final design documents suitable for bidding for implementation of a phased approach to construction. The consultant team will prepare the necessary documents to support applications for and obtaining of required permits for project implementation. The consultant team will also develop opinions of probable cost for the phased implementation.

Pre-Submission Briefing and Submittal Procedures

A pre-submission briefing and park site walk is scheduled for **Monday, June 27, 2011 at 1:00 PM** to begin in the Selectmen's Meeting Room at the Town Hall located at 525 Washington Street. The briefing will then adjourn to Fuller Brook Park for the site visit.

Proposals are due in the office of the Natural Resources Commission no later than 12:00 PM, noon, on Tuesday July 26, 2011.

A price proposal and a non-price proposal submittal are required in separate sealed envelopes with the consultant's name and address listed. Required are: 15 copies of the non-price proposal submittal and 15 copies of the price proposal submittal.

Fuller Brook Park Coordinating Committee

See attached Committee Charge for outline of responsibilities.

Town's Representative

The Town's representative for this solicitation is:

Ms. Janet Hartke Bowser, Director, Natural Resources Commission,
Lower Level of Town Hall, 525 Washington Street, Wellesley, Massachusetts 02482.
Questions or comments regarding this RFP may be directed to her at:

Telephone (781) 431-1019, Ext. 2290

E-mail: jbowser@wellesleyma.gov

Contract Deliverables

The following documents, submissions and reports shall be considered as deliverables and provided to the Town as part of this contract.

- Fifteen (15) copies of the Initial Tasks Reports w/electronic files.
- Sufficient copies of all required documents, plans and applications to obtain the required state and local permits to construct the project (Phase 4).
- Construction documents (plans and specifications) necessary to advertise and obtain bids for construction. Provide fifteen (15) sets of documents.
- Design deliverables at 60% and 90% complete, provide fifteen (15) sets of plans, specifications and opinions of probable cost.
- If not specified herein, provide fifteen (15) copies of documents and an electronic copy.

In addition, a digital set of graphics and summary text for posting to the project's web site shall be produced. A three-ring binder with communications, meeting notes and support materials including print-outs of Power Point presentations generated during the final design and permitting process shall be updated as work progresses and provided to the Town upon the conclusion of the project. Unless otherwise noted, the format of deliverables should be in printed and electronic form (PDF's). The final drawing set should be delivered in printed form as well as electronically in PDF and CAD format. The CAD files should be provided in AutoCAD Version 2004 or higher. The contract specifications shall be provided in Microsoft Word 2007.

Project Description

Introduction

The Fuller Brook Park, also known as the Brook Path, is one of Wellesley's oldest and most beautiful parks and includes an eastern portion known as the Caroline Brook Path (see attached map). The Olmsted firm originally conceived the vision for this 23-acre park, which

is reminiscent of Boston's famous Emerald Necklace. However, Warren Manning provided the layout and engineering for this former wetland. Fuller Brook rises in the marshes between Needham and Wellesley and provides storm water drainage for a substantial part of Wellesley before it joins Waban Brook and flows into the Charles River. Parcels of land along the brook were acquired through gifts from conservation-minded citizens or by outright purchase by the Town. The Fuller Brook Park Project commenced in 1889 with the establishment of a Parks Commission and was completed during the Great Depression. Included in this work was the construction of three (3) footbridges and a linear path system. Fine stone bridges for vehicles were also built at three (3) locations. During the 1950's, a portion of the Fuller Brook was straightened and channeled into an open culvert in order to control flooding. Today, Fuller Brook Park includes over 23 acres of charming scenery.

The original intent of Fuller Brook Park was to control flooding through better drainage systems and to provide pedestrians and equestrians with a much needed safe and quiet alternative to the heavy vehicular traffic on busy Washington Street, the Town's main thoroughfare. A similar claim can be made today as Fuller Brook Park provides a bucolic route to shops, schools, playgrounds, and neighborhoods for approximately 7,500 people who live within walking distance of the Park. Many more come by car or bicycle to enjoy its beauty. It remains Wellesley's historic greenway and central park. Currently, the land is under the jurisdiction of the Natural Resources Commission and is maintained by the Department of Public Works. The DPW's maintenance plans for the park are developed in accordance with the NRC's current policies and funding availability.

Project Area (see attached map)

Fuller Brook Park is composed of two parts that will be united as a result of this project. The Park starts at Dover Road at Wellesley College's Nehoiden Golf Course and follows the Fuller Brook waterway northeast to Hunnewell Field near the Wellesley High School football stadium, a distance of about 1.2 miles. The Caroline Brook Path portion of the Park picks up at Paine Street, on the northwesterly side of the Wellesley High School, and runs to Maugus Avenue - a distance of about one-half mile. The link between these two segments - lost over the years with the development of the Hunnewell/High School Athletic Fields- covers a distance of about 0.4 miles. The total distance of the project area is approximately two miles and the average width of the Park varies between 150 to 200 feet.

Available Reference Materials

The Town will make available all existing information relative to the "Fuller Brook Park" including the following information:

Master Plan, November 2009 - on Town's website at www.wellesleyma.gov/fullerbrook

Memorandum of Understanding from the Fuller Brook Park Coordinating Committee April 2010*

Draft Project Schedule *

Fuller Brook Park Map

Fuller Brook Park Coordinating Committee Charge*

Town Stormwater Master Plan, January 2004

Signage Bylaw - available from Planning Department

Fuller Brook Park Preservation Project Phase 2 Preliminary Design Report-on Town's website at www.wellesley.ma.gov/fullerbrook

Fuller Brook Park Preservation Project Phase 2 Preliminary Design Report, Executive Summary, January 2011. *

Topographic Survey of Fuller Brook Park prepared by DPW Engineering Division, 2010.

Abbreviated Notice of Resource Area Delineation (ANRAD) by DPW Engineering Division and GZA Geo Environmental Consultants, Inc. 2010.

Order of Resource Area Determination (ORAD) by Wellesley Wetlands Protection Committee, 2010.

* Indicates material is included in the RFP Packet.

Scope of Services

The scope of services in this RFP is for the final design of Fuller Brook Park and shall include both technical and administrative assistance to the Town. All of the key qualifications and skills required to perform design services may be met by a team, although a single individual shall be required to be the primary contact.

The scope of services for Phase 3 of the Fuller Brook Park Preservation project is to develop the design recommendations from Phase 2 to 100% design, secure all required permitting, and prepare bid documents for construction of the project.

Phase 3 design should build upon Phase 2 work as summarized in the "*Fuller Brook Park Preservation Project – Executive Summary – Phase 2 Preliminary Design Report*". In particular all design decisions should be guided by the design criteria defined in Phase 2.

Design Criteria Summary (see "Fuller Brook Park Preservation Project – Executive Summary - Phase 2 Preliminary Design Report"):

- Enhance and facilitate passive recreational use including universal access;
- Maintain and enhance the scenic and naturalistic character of Fuller Brook Park;

- Preserve the integrity of the cultural landscape and historic resources;
- Protect, preserve, and enhance natural resources including aquatic, wetland, and upland habitats;
- Improve stormwater capacity and drainage;
- Strengthen the identity of Fuller Brook Park as a single resource, while simultaneously respecting the variations in landscape character and experience found along its length;
- Connect the Fuller Brook and Caroline Brook segments to create a continuous park and path;
- Reduce health/safety risks and threats to park features;
- Address community concerns and desires related to Fuller Brook Park improvements;
- Provide improvements that are sustainable and maintainable;
- Develop an improvement strategy that can be implemented in phases;
- Provide the maximum cost benefit to the Town of Wellesley

The design elements and considerations to address in Phase 3 are:

- **Paths**
Finalize path alignments, material and width to make the park accessible and functional for visitors of all ages, backgrounds, and abilities. The Town of Wellesley is currently installing demonstration paths using materials recommended in Phase 2. Final design of the path in Phase 3 will include evaluation of the demonstration path for functionality, drainage, and maintenance. One of the Phase 2 recommendations is to replace the existing footbridge west of Paine Street with a longer boardwalk. As part of finalizing the path design in Phase 3 the configuration, length and cost of the proposed boardwalk shall be refined.
- **Vegetation**
Tree Planting Plan: Development of a Planting Plan to identify replacement species and locations for trees recommended to be removed in Phase 2.
Invasives Management and Replacement Planting Plan: Development of a Plan to refine and finalize location and management of invasives identified in Phase 2.
Other Vegetation Planting Plan: Create planting plan and designs for upland planting, infill planting, stream corridor and bank plantings (live stakes and designed plantings), wet meadow planting, and buffer plantings.

- **Stream Bed and Bank**
Restore stream and stream bank to convey a natural character and ensure the stream's floodplain function through channel reshaping, curb removals, dredging, and bank stabilization.
- **Structures**
Assess, restore and rehabilitate as needed the five (5) historic bridges identified in Phase 2 located at Forest Street, Cameron Street, Brook Street, State Street, and Wellesley Avenue.
- **Signage**
Develop signage to guide visitors to and through the park.
- **Site Furnishings**
Select and install a set of site furnishings to enhance the park experience.
- **Views, Vistas, Encroachments**
Consider views, vistas, and encroachments in final alignment of path, placement of site furnishings, and planting.
- **Park Boundaries**
Layout park boundary markers along the park property line. The type of markers to be used will be chosen by the Town of Wellesley and most likely be flush granite markers. In addition, define the park edge visually where appropriate or where needed by using strategically placed plant groups.
- **Maintenance**
Consider maintenance implications for every design decision in order to keep park improvements functional while being cost-effective for many years.

The services to be provided in Phase 3 are divided into four sections: Initial Tasks, Design and Permitting, Bid Services, and Construction Services. Each section should include but is not limited to the listed tasks and deliverables within each task.

Initial Tasks

a. Project Familiarization and Project Start-up

Tasks:

The consultant shall become familiar with the project:

- Review of all available reference materials (see above list)
- Get to know the site
- Refine the draft project schedule from the proposal into a Phase 3 work plan.

Meetings:

- One (1) meeting with FBPCC

- Start-up meeting with relevant Town staff and conduct site visits as necessary to become familiar with the projects and the Park's characteristics.

b. Evaluation of Phase 2 Design Recommendations, Cost, and Construction Phasing

Tasks:

The consultant shall evaluate Phase 2 design recommendations with the goal to reduce project cost and to refine the phased construction approach:

- Identify, evaluate, and prioritize options for cost reductions
- Review and refine construction phasing options to minimize cost and disruption to park users.
- Identify design and material changes that could reduce costs.
- Specific items to be evaluated include but are not limited to the proposed concrete liner removal in the stream between Dover Street and Grove Street and the proposed boardwalk between Paine Street and Forest Street.

Meetings:

- Two (2) meetings with FBPCC to discuss recommended changes
- One set of public meetings (two meetings with same content but at different times)

c. Special Studies

Tasks:

The consultant shall identify and conduct studies necessary to finalize the park design. Studies should consider and expand on those recommended in Phase 2. It is anticipated that the studies be carried out in the course of design and permitting as the project progresses. The timing should be determined based on project needs. The studies to be conducted and identified in the work plan include:

- **Hydraulic Analysis**
Analysis should include expected stream velocities and shear stresses and inundation evaluation for the 10-, 25-, and 100-year design storms. The objectives are to acquire enough information to ensure correct channel shape and bank design to allow for sufficient flow conveyance, to avoid stream or structural features that would impede flow, and to ensure the appropriate design of detention areas.
- **Soil/Sediment Survey**
The objective is to evaluate existing sediments for contamination and to determine appropriate ways of disposal.
- **Sedimentation Investigation for Segment 4**
The objective is to identify the source of the existing sediment in Caroline Brook

and to recommend actions to avoid future deposition problems in the brook. Recommended actions might include appropriate Best Management Practices (BMPs) for treatment.

- **Wetland and Seasonal Inundation Analysis**

The objective is to analyze frequently flooded or wet areas in order to choose appropriate path alignment and materials. The area between Brook Street and Wellesley Avenue and the area between Paine Street and existing boardwalk/bridge have been identified in Phase 2 to be in need of more study. The consultants can refer to the wetland area delineation performed as part of the Abbreviated Notice of Resource Area Delineation (ANRAD) and Order of Resource Area Delineation (ORAD) and included in the existing park survey.

d. Additional Topographic Information

Tasks:

- The consultant shall work with Wellesley Department of Public Works to evaluate and if necessary, identify additional information and/or changes needed to the existing survey both on the printed version and the CAD file.

Deliverable for Initial Tasks Section

Written report including the following elements:

- Work plan
- Construction phasing plan
- Cost estimate for Phase 4 reflecting reduced/changed scope and design changes and broken down by construction phases
- Evaluation comments on proposed designs and list of alternative design recommendations
- Special study results
- List of needed additional survey information/changes.

Design and Permitting

a. Permits and Approvals

Tasks:

Working with town staff, the consultant shall identify all permits, licenses, and other regulatory approvals required for construction and develop a schedule for submitting all applications for the required permits and approvals. Prepare plans and all written material necessary to meet Town or State submittal requirements for the granting of all required permits. Permit applications should be completed by the 90% design stage to allow any modifications to design plans that may result from permit reviews. The consultant shall work closely with all necessary public agencies and boards, and will attend all required public hearings and public

meetings in order to obtain the required approvals. Permits should include but are not limited to the following as identified in Phase 2:

- Town of Wellesley Permits (Wetland Notice of Intent, Design Review Board, Zoning Board of Appeal)
- State Permits (Environmental Notification Form – Massachusetts Environmental Policy Act (MEPA) , Army Corps Permit, 401 Water Quality Permit – Massachusetts Department of Environment, Chapter 91 Application – Massachusetts Department of Environment, Massachusetts Historical Commission – Project Notification Form)

Deliverables:

- All forms, plans, and presentation materials necessary to complete permits and receive approvals

Meetings:

- Attendance at all permitting and approval meetings is required

b. Conceptual Design – Signage and Site Furniture

Tasks:

Signage and Site Furniture was not included in Phase 2. For this phase the consultant shall go through a conceptual design phase, including the following tasks:

- Develop signage standards including Fuller Brook Park Logo (will need to comply with Town signage bylaw).
- Identify locations for directional signs.
- Develop interpretive and educational signage opportunities along the trail.
- Propose standards for benches, trash receptacles, bicycle racks, and other appropriate furnishings.
- Recommend locations for site furniture.

Deliverables:

- Signage design standards approved by all Town Boards and Agencies
- Interpretive and educational signage
- Booklet of site furnishings with detailed design information (such as catalog cuts, manufacturer's information, drawing details)
- Recommended location plan for signage and site furniture
- Costs to be included in the overall cost estimate

Meetings:

- One (1) meeting with FBPCC

c. 60% Design

Tasks:

The consultant shall advance both the design recommendations from Phase 2 and the signage and site furnishing recommendations from this phase (Phase 3) to 60% design. Cost estimate and construction phasing shall be revised. The consultant shall be in communication about progress and critical changes with the FBPCC through email and meetings. The consultant shall provide assistance for the town's public outreach process as needed. At the end of 60% design the consultant shall present the design to citizens of Wellesley in two public meetings.

Deliverables:

- Progress graphics for FBPCC meeting
- Presentation graphics including power point for public meeting
- 60% design documents (plans, sections/elevations, details, outline specifications)
- Revised construction phasing and cost estimate broken down by phases

Meetings:

- Two (2) progress meetings with FBPCC
- One (1) set of public meetings (two meetings with same content but at different times)

d. 90% Construction Documents

Tasks:

The consultant shall advance the 60% design to 90% design including changes necessary related to permits and public feedback. The consultant shall be in communication about progress and critical changes with the FBPCC through email and meetings. At the end of this task (90% construction documents) all permitting applications should be completed. Cost estimate and construction phasing shall be revised. The consultant shall continue to provide assistance with public outreach.

Deliverables:

- Progress graphics for FBPCC meeting
- 90% construction documents (plans, sections/elevations, details, technical specifications)
- Revised construction phasing and cost estimate broken down by phases

Meetings:

- One (1) meeting with FBPCC

a. 100% Construction Documents

Tasks:

The consultant shall advance the 90% design to 100% design including final changes due to permit reviews.

Deliverables:

- 100% construction documents (plans, sections/elevations, details, technical specifications) ready to be used in the bid document set

Meetings:

- One (1) meeting with FBPCC

b. Final Cost Estimate/Phasing

Tasks:

The consultant shall finalize project construction phasing and costs.

Deliverables:

- Construction phasing plan
- Cost estimate broken down by construction phases and ready to be used in the bid document set

Meetings:

- One (1) meeting with FBPCC

c. Maintenance Plan

Tasks:

The consultants shall work with Wellesley DPW and NRC to develop a comprehensive maintenance strategy and plan to maintain the newly restored Fuller Brook Park including the stream, paths, structures, and vegetation. The use of volunteer labor shall be considered and incorporated. Cost for labor and – if needed – for specialized equipment shall be included.

Deliverables:

- Maintenance plan
- Annual work plan
- Maintenance costs
- Manual for volunteer tasks and training program

Meetings:

- Three (3) meetings with DPW and NRC

Bid Services

Based on the availability of town funds the project will be constructed in multiple phases as identified in the construction phasing plan. For Phase 3, bid services will be based on the first construction phase(s) to be funded. Bid services for future phases will be negotiated outside this contract.

a. Bid Documents

Tasks:

With the assistance of the Town the consultant shall provide all bid documents including advertisements. The Town will provide the consultant with the Town's

standard bid package format.

Deliverables:

- Complete bid document set

b. Bidding

Tasks:

With the Town's assistance and approval the consultant shall administer the bidding process including:

- Advertise the bid.
- Coordinate the schedule.
- Assist the Town with the pre-bid meeting.
- Prepare all addenda responding to bidder's request for information (RFI).
- Revise bid documents to incorporate amendments and clarifications issued during bidding.

Deliverables:

- Pre-bid meeting agenda and minutes
- Addenda and responses to bidder's questions
- Revised bid documents

Meetings:

- Pre-bid meeting

c. Contractor Selection

Tasks:

The consultants shall lead the contractor selection process with the Town's assistance:

- Review contractor proposals
- Provide contractor evaluation and recommendation for award of the construction contract.

Deliverables:

- Written memo assessing contractor proposals including recommendation

Meetings:

- One (1) meeting with FBPCC

Construction Services

Construction phase services to ensure the work is proceeding according to design intent such as site visits, evaluation of materials, submittals, and shop drawings are not a part of this scope, but will be negotiated separately.

Proposal Requirements

Contents, Requirements and Order of Presentation of Proposal Submission

Proposals must include written responses to all requirements of this RFP in the order of the items listed below. Any additional information that is considered to be relevant by the Consultant, but does not apply to the categories listed, should be added after the items listed below.

1. Project approach

Submittal should include a brief outline of the **means and methods** that the firm expects to use to efficiently develop final **design plans and the required permitting for the Fuller Brook Park Preservation Project**. Please refer to project components described in the outlined scope of services.

2. Scope of services and deliverables

Outline the services that your firm or team proposes to provide to the Town of Wellesley. This listing of services should closely parallel the **scope of services outline** contained in this RFP, but can be reorganized, elaborated on or go beyond that scope, if deemed appropriate by the consultant. Any departure from the scope of services outline contained in this RFP should be noted in the consultant's proposal.

3. Project schedule

The consultant shall provide a draft schedule outlining target dates for all meetings and deliverables using the master schedule appended to this RFP as a starting point.

4. Team experience

Provide names and educational background for all professional members of the consultant's team including all sub-consultants to be utilized. Identify the person(s) who will serve as Project Manager with ultimate responsibility for the work. Additionally, the person responsible for addressing the permitting portion of the project shall be specified. The person's background and qualifications in this area shall be provided in addition to a listing of projects that person has successfully been responsible for permitting. Indicate competing commitments and the percentage of time each team member will devote to this project. Team members must be available throughout the duration of the particular project or task. Please note that no change in personnel shall be effected by the consultant without the advance written consent of the Town.

5. Relevant experience

Provide details of experience and past performance of the consultant and its team on comparable work for municipal or government entities. This section should cover, at

minimum, the substantive nature of comparable engagements, the experience of members of the team in working successfully in matters of similar complexity and the record of the members of the consultant's team for timely and cost effective performance. Consultants are requested to give sufficient information of their experience to permit the Town to understand and verify the exact nature of the consultant's contribution to other projects and entities.

6. Financial capacity

Consultants should provide its firm's latest financial statement, including its operating statement and balance sheet to assist the Town in assessing the ability of the firm to meet the contract requirements.

7. References

Provide the name, title and telephone number of at least **three (3) references** for which the consultant has provided similar services and identify the relevant projects. Please include a release that authorizes the Town of Wellesley to interview the owners, clients, sub-consultants and sub-contractors and regulators of all referenced projects in your proposal, as well as authorize these parties to discuss their opinions of the submitting firm's services.

8. Price Proposal (to be submitted in a separate envelope)

A summary of the estimated costs to provide the services required to complete the project should be submitted separately. Additional public hearings, meetings or forums beyond those outlined in the project schedule should have an associated fixed alternative price to be applied as needed. The organization of the price proposal sheet shall be in the format provided herein, but should parallel the outlined work in the RFP. The labor hour and prices for all tasks shall be summarized, and the total labor hours and total price shall be shown and become contract amounts. The designated representative of the project team shall provide his/her signature to the price proposal together with an affidavit of his/her authority to bind the firm to a contract with the Town of Wellesley for this project.

Insurance Requirements

The consultant shall carry and maintain until after completion of the contract, insurance as specified below and in such form as shall protect the Town and any sub-consultant performing work covered by this contract from all claims and liability for damages for personal injury, including accidental death, and for property damage which may arise from operations under this contract, whether such operations be by himself or by any sub-consultant or by anyone directly or indirectly employed by either of them. The coverage and amounts of such insurance shall be as follows:

General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Town should be named as an "Additional Insured";

Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Town should be named as an "Additional Insured";

Workers' Compensation Insurance as required by law;

Architects and Engineers Professional Liability (applicable for any architects or engineers involved in the project) of at least \$1,000,000/occurrence, \$3,000,000 aggregate. The Town should be named as an Additional Insured;

Property Coverage for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises; and

Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Town should be named as an Additional Insured.

All policies shall provide the Town fifteen (15) days notice of cancellation, non-renewal, or material change. Certificates are to evidence notice and certificate wording to the effect that carriers will "endeavor to" provide notice and failure to provide notice "shall not impose liability or obligation" are not acceptable. Said policies shall be so written that the Town will be notified of cancellation at least fifteen (15) days prior to the effective date of such cancellation. Certificates in triplicate from the insurance carrier stating the limits of liability and expiration date shall be filed with the Town before operations are begun. Such certificates shall contain a statement referring specifically to this contract to the effect that all insurance coverage herein required has been provided; except that in the case of compensation insurance, certificates must be filed before an award can be made. Original signatures must be on all Certificates and/or Insurance Forms. Attention is called to the requirements of the Massachusetts General Laws, Chapter 149, Section 34A, relating to proof of compliance regarding certain insurance before a contract may be awarded.

Ownership of Information Provided

All information provided by the Town, and all material developed for this project, shall be returned to or become the property of the Town before final payment is made to the consultant. It will not be used by the consultant for other purposes, or released to others without written permission of the Town.

Other Requirements

The right is reserved to require interviews and presentations for some or all of the consultants submitting proposals. The Town reserves the right to reject any and all proposals, to waive any requirements of this Request for Proposals, request additional or clarify information to modify or amend with the consent of the consultant any proposal including but not limited to team members, and to negotiate the costs, fees, and/or terms of any agreement (contract) deemed by the Town to be in its best interest.

The Town will require the contracted firm to fully indemnify the Town of Wellesley for any negligence incurred by the firm.

The Town will require the contracted firm to adhere to Wellesley's requirements for submitting invoices.

Submission of Proposal

Pricing information and non-pricing information relative to the scope of the proposal shall be provided separately in two (2) envelopes, marked:

"Non-Pricing Information
Fuller Brook Park Preservation Project Final Design and Permitting "
AND
"Pricing Information
Fuller Brook Park Preservation Project Final Design and Permitting"

The **"Non-Pricing"** portion of the proposal shall be typewritten on one-sided pages. The submittal package should be marked **"Proposals for Fuller Brook Park Preservation Project Final Design and Permitting"**. Twenty (20) copies of the Non-Pricing Information Proposal and the Pricing Information Proposal are required.

The proposal **must be received not later than 12:00 PM, Noon, on Tuesday July 26, 2011**, and shall be submitted to:

**Janet Hartke Bowser, Director
Natural Resources Commission
Town Hall, Lower Level
Wellesley, MA 02482**

Delivery of submissions to any office or location other than the address indicated will not constitute receipt.

Failure to comply with these guidelines may cause the proposal to be eliminated from consideration by the Town of Wellesley.

Pre-submission Briefing

A pre-submission briefing followed by a site walk will be held on Monday, June 27, 2011 at 1:00 PM in the, Selectmen's Meeting Room located at the Town Hall, 525 Washington Street Wellesley, Massachusetts. Attendance is not mandatory for the submission of a proposal in response to this RFP, but is recommended. Questions will be noted and a question and answer sheet made available to all persons interested in submitting a proposal.

Pre-award Conference

The Town will require the successful consultant to meet with the Town to review the scope of services prior to awarding the contract.

Selection Process

The Technical Proposals will be reviewed and rated by a Selection Team composed of members of the Fuller Brook Park Coordinating Committee. Each Selection Team member will rate the Technical Proposals as to "Highly Advantageous", "Advantageous", or "Not Advantageous". Consideration will be given to each component section of the Technical Proposal as listed herein and the submission of the appropriate certificates. Each team member will use his/her discretion on the weighting of the components of the Technical Proposal. The composite of all team members' ratings will represent the overall rating of the Technical Proposals. The overall rating of all Technical Proposals will be established prior to the opening of any Price Proposals. This rating will be used to determine the Consultants who may be interviewed. The Selection Team, based on the number of proposals received and the rating distribution, will determine the number of Consultants who may be interviewed.

Schedule for Designer Selection

The selection process leading to the engagement of a design team for this project will be conducted as follows:

<u>Step</u>	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Advertisement in Central Register and Wellesley Townsman	Town	Wednesday June 15, 2011 and Thursday June 16, 2011
2.	Pre-Submission Briefing & Site Walk	Town	Monday June 27, 2011 1:00 PM
3.	Proposal Submittal Deadline	Consultant Team	Tuesday, July 26, 2011 12:00 Noon
4.	Review Proposals/Interviews	Town/Consultant Team	August 18, 2011 (tentative)
5.	Selection and Notification of Firm	Town	September 15, 2011
6.	Execute Contract Agreement	Town/Consultant Team	TBD
7.	Start of Work/Kickoff Meeting	Town/Consultant Team	TBD

Selection Criteria

Particular emphasis for selecting an applicant will be placed on the experience and ability of the firm's proposed project manager to anticipate and manage several elements needed for this project's success.

Particular attention will be given to:

- Relevant qualifications and recent experience of the project manager and team members.
- The ability and knowledge of the team to permit the project in a timely manner and work with the applicable regulatory agencies to accomplish this.
- The capacity of the team to complete the additional sampling of sediment and materials and to conduct and successfully complete additional studies as outlined in the Scope of Services herein.
- The capacity of the team to complete the development of the contract plans and specifications sufficient for a phased bidding of the project in a timely manner and as funding for the project becomes available.
- Feedback from reference checks.

The Town of Wellesley reserves the right to approve or reject any and all consultants under subcontract. Selection will be made on criteria set forth in this RFP and a contract will be negotiated with the selected Consultant. Should agreement not be reached, the Town would then negotiate with remaining consultants in order of their ranking until a suitable agreement could be reached. The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate, for any reason, if selection is terminated.

Required Forms (attached)

The following forms are required to be included as part of the Technical Proposal submittal and are provided at the end of the request for proposals.

- Certificate of Non-Collusion
- Commonwealth of Massachusetts Tax Certification Form
- Authority of Board

CERTIFICATE OF NON-COLLUSION

By submission of this bid or proposal, the undersigned certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other bidder, competitor or potential competitor;
2. This bid or proposal has not been knowingly disclosed prior to the opening of bids or proposals for this project, or any other bidder, competitor or potential competitor;
3. No attempt has been or will be made to induce any other person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals to submit or not submit a bid or proposal;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, under penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder, as well as to the person(s) signing in its behalf.

(Signature of Person(s) Submitting Bid or Proposal)

(Name of Person(s) Submitting Bid or Proposal)

Title

(Name of Business)

(Date)

**COMMONWEALTH OF MASSACHUSETTS
TAX CERTIFICATION**

I certify, under penalties of perjury, that the below mentioned firm or person, to the best of my knowledge and belief, has complied with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

NAME/FIRM:

ADDRESS: _____

TELEPHONE: _____ DATE: _____

SIGNATURE OF AUTHORIZED OFFICIAL: _____

TITLE: _____

SOCIAL SECURITY # OR FEDERAL IDENTIFICATION #: _____

Approval of a contract, or other agreement, will not be granted unless this certification form is signed by the applicant.

Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. The Town is required to furnish a list to the DOR at the end of its fiscal year, showing the vendors to whom more than \$5,000 is paid during the 12 months ending June 30th. Providers, who fail to correct their non-filing or delinquency, will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.

CERTIFICATION CLAUSE

MASSACHUSETTS GENERAL LAWS, CHAPTER 62C, SECTION 49A

**CERTIFICATE OF AUTHORITY
MEETING OF BOARD OF DIRECTORS**

At a meeting of the Directors of the

Duly called and held at

On the ____ day of ____ in the year ____ , at which

_____ a quorum was present and acting, it
was:

Voted, that _____ the _____
of this Corporation is hereby authorized and empowered to make, enter into, sign, seal
and deliver, in behalf of this Corporation a Contract for _____
with the Town of Wellesley, and performance and payment bonds (each in the full
amount of the Contract) in connection with such Contract.

I do hereby certify that the above is a true and correct copy of the record, that said
vote has not been amended or repealed and is in full force and effect as of this date,
and that _____
is duly elected _____ of this Corporation.

(Clerk or Secretary of the Corporation)

(Affix Corporate Seal)

APPROVED AS TO FORM BY WELLESLEY TOWN COUNSEL MAY 1991
THIS FORM IS VOID AND WITHOUT LEGAL EFFECT IF ALTERED IN ANY WAY

Draft Project Schedule

See Separate Document

MEMORANDUM OF UNDERSTANDING - FULLER BROOK PARK PRESERVATION MASTER PLAN

From: Fuller Brook Park Coordinating Committee (FBPCC)

Date: April 13, 2010

The purpose of this memorandum is to reflect public input and comments and confirm the FBPCC's further thinking concerning the *Fuller Brook Park Preservation Master Plan* (Master Plan) subsequent to the Master Plan's completion in November 2009. In January 2010, the Natural Resources Commission (NRC) held a public meeting on its *Fuller Brook Park Preservation Master Plan* that was completed by Halvorson Design Partnership. A major purpose of the meeting was to obtain comments from the public on the Master Plan. The seven guiding principles listed on page 43 of the Master Plan were emphasized and some factual highlights presented include:

- The historic park, created in 1897, supports the Town's drainage and sewer infrastructure.
- Current conditions include a crumbling path system, vegetation full of invasives, substantially diminished flood control capacity, eroding stream banks and a streamcourse full of sediment.
- Approximately 120 homes are direct abutters.
- The linear park covers 2.5 miles and encompasses 25 acres from Dover Road on the west to Maugus Ave on the east. The Master Plan evaluated the park's existing conditions in 11 segments.
- The Master Plan shows the park in two distinct sections, which are interrupted by the Hunnewell Athletic Field and the High School. A connecting path is outlined between the two sections, but this segment was not evaluated in the Master Plan.
- Vegetation assessment identifies 96 hazardous or dying trees that need to be removed.
- Paths *suggested* to be consistently 8 feet wide with porous paving to address accessibility, environmental protection and maintenance.

Public feedback at this meeting included comments to not homogenize the path along its entire length. Allowing variance in path width and surfacing was repeated input. A comment was made that school students at Hunnewell School and the High School use the path to walk to school, so that at least certain portions should be plowable.

Following this public session, the FBPCC began meeting approximately weekly. This Committee is comprised of representatives from: the Natural Resources Commission, Board of Selectmen, Board of Public Works, Historical Commission, Trails Committee, School Committee, Community Preservation Committee and abutter(s).

Based on the public's feedback and on subsequent discussions, the FBPCC concluded that the Master Plan included some recommendations that required further evaluation and greater public review and discussion. Accordingly, the FBPCC agreed that the following elements of the Master Plan need to be re-evaluated:

1. Uniformity of path width and material should be re-visited and consideration of each segment is needed.
2. Connecting the two park sections with a clearly defined path that follows the guiding principles should be part of the final design.
3. The budget and timetable in the Master Plan provided initial estimates for the proposed project. A more compressed timetable is currently being brought forward moving the project from a seven year to a five year plan. As the final design is fleshed out during the Phase 1 first year planning, all cost estimates and budget figures will be reviewed and revised as needed.
4. Public input and participation will be strongly encouraged throughout the design process and meetings will be held specifically to gather and incorporate public feedback as the plan progresses.
5. The FBPCC is committed to holding firm to the defined scope of the project without unnecessary expansion. However, we are also in agreement that thoughtful alternatives and coordination of Town uses of the Park should not be ignored, so that future expansion would not be prohibited.
6. Finally, although it was not in the original seven guiding principles of the Master Plan, the FBPCC expects cost effectiveness to be an essential driver of the plan, and should be a central consideration, not just in the design and final recommendations, but in the long-term maintenance of the Park as well.